



# **RESOURCES AND GENERAL SERVICES COMMITTEE**

Members of the Resources and General Services Committee  
are summoned to attend a Meeting at **7.30pm** on

**Wednesday, 7 December 2022**

at Loughton Town Council, Council Chamber, 1 Buckingham Court,  
Rectory Lane, Loughton IG10 2QZ

to transact the business as shown in the agenda.

**Mark Squire  
Town Clerk**

30 November 2022

**Councillor J Jennings (Chairman)  
Councillor M Owen (Vice Chairman)**

Councillors  
R Brookes  
S Murray

B Cohen  
M Stubbings

W Kauffman

Note to Councillors:  
If you are unable to attend the meeting,  
please phone your apologies to the office on 020 8508 4200.

## **A G E N D A**

- 1 Apologies for absence**  
To RECEIVE any apologies for absence.
- 2 Declarations of Interest**  
Councillors to declare any pecuniary or non-pecuniary interest in any items on the agenda.
- 3 Confirmation of Minutes**  
To CONFIRM the minutes of the meeting held on 5 October 2022.
- 4 Public Representations**  
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 5 Town Clerk's / Chairman's Report**  
To report (for discussion only) on any further significant information / matters that may be of interest to Committee members
- 6 Training and Conferences**  
The Town Clerk attended the Society of Local Council Clerks (SLCC) Essex Branch Executive Meeting via zoom on 22 November 2022.  
  
To receive and note.
- 7 Annual Citizens Awards**  
Publicity for these awards has been comprehensive, via press release, LTC website, 'Think Loughton', noticeboards and Facebook page. The cut-off date for entries is 31 January 2023. The Town Mayor; Deputy Town Mayor and Chairman of the Resources & General Services Committee, and Town Clerk, will be invited to judge nominations, with the award presentations to be made again at the next Annual Town meeting in March 2023.  
  
To receive and note and to discuss/AGREE the awards for future years.
- 8 Christmas Card Competition**  
See attached report on page 7.
- 9 Buckingham Court Move**  
The move from Loughton Library to Buckingham Court was successfully completed on 23 November 22. The commitment and application of office staff was greatly appreciated during this process. All Town Council meetings will now be held at Buckingham Court.  
  
The Town Clerk will provide a further oral update.
- 10 Photocopier**  
A new photocopier has been ordered on a 5-year lease agreement with Couno Office Solutions, Southend-On-Sea, following delegated responsibility being given to the Town Clerk and Deputy Town Clerk / Responsible Financial Officer (minute no RG153). Expected date for delivery is late December 2022. The costs are:
  - Lease – total cost for 5 years = £4,500 plus

- £0.0026 mono copies and £0.0026 colour copies.

Notice has been served with our existing supplier and investigations underway regarding disposal of our current photocopier.

To receive and note

## **11 Loughton Town Council (LTC) Van**

The replacement of the Town Council van has already been discussed at the Recreation Committee on 2 November 2022 and Environment & Heritage Committee on 22 November 2002 (as the van usage covers most committees).

The Town Clerk and Services Manager have completed due diligence, apart from feedback from Qualis, on potentially 'tying in' on their van fleet. This update may be forthcoming at the meeting itself.

LTC is restricted on the type of van available on a tight budget.

Generally speaking

- There is a waiting list of up to 18 months to 2 years to order new electric vans that are very expensive.
- Supplies of used vans that are suitable for our purpose are virtually non-existent.
- In particular used hybrid vans are very scarce.
- Leasing and Finance deals presented so far are prohibitive.
- LTC is currently hiring a van which is proving expensive.

The current preference is to buy an LDV V80 electric van 2020, with little mileage on the clock, at a cost of c £25 K. This proposal has been agreed by both the Recreation and Environment & Heritage Committees. We have £12k in earmarked funds and the balance would need to be funded out of general reserves, including provision of LTC logo on the van and an electric charging point.

The Town Clerk and Services Manager will provide further background information and an update.

Recommend purchase of the electric van, on the above basis,

- which is 'greener' than our current van,
- better value for local residents,
- has larger capacity than our current van, and will be better equipped for LTC community events.

## **12 Utilities**

Six-month contracts have been agreed with SSE, our current electricity supplier for all Council sites, with the exception of Buckingham Court. These are for 1 December 2022 – 30 April 2023. The estimated costs as anticipated, are significantly increased on prior contracts, we are waiting to see the impact Government Energy Bill Relief Scheme will have on overall costs.

The Gas contracts for both Halls, and gas and electricity for Buckingham Court, are still under review.

To receive and note

## **13 Local Government Boundary Commission for England - Electoral Review of Epping Forest District Council**

- I. District Warding

## II. Town Warding

To review and AGREE responses to EFDC, deadline for responses being 12 December 2022

See report pages 8 – 10.

### 14 Finance

#### 14.1 Current Financial Position

\* The current financial position as at 31 October 2022 is attached together with details of the funds available from earmarked reserves (see attached pages 11 – 12).

\* A note of the Council's current bank balances and most recent reconciliations are attached (see pages 13 – 19).

#### 14.2 Accounts Paid

Payments totalling £375,174.63 as detailed on payment schedules no. 359-363 have been made since the report to the meeting on 5 October 2022 (see pages 20 – 24). Schedules and accompanying invoices are available at the Council offices for inspection.

For information, details of all Council payments in excess of £500 are provided on the Council's website under the Finance and transparency / Schedule of Payments section.

### 15 Precept

The Committee is asked to NOTE that the second instalment of the 2022/23 Precept, £414,831.00, was received into the Council's Santander bank account on 26 September 2022.

### 16 Internal Financial Check

Councillor Murray will be visiting the office on 15 December 2021 to undertake an internal finance inspection.

### 17 Grant Funding – Citizens Advice

Council meeting 19 October 2022, draft minute 119.1 requested this as an agenda item.

Members to discuss.

### 18 Financial Assistance

#### General Applications 2022/23

The Committee at their meeting on 5 October 2022, requested further detail from Grant a Smile CIC on their application (minute no. RG148.2). This included the date and time of the event, before a decision could be made on this Essex Wide project; and as a Town Council, whether it will, subject to the Council's financial assistance application terms and conditions, grant an award of £500.

Please see page 25 for the further detail received, along with pages 26 – 39 for a copy of the application, and further information previously supplied, for Members to consider.

For information, as at 31 October 2022 there is currently a balance of £7,924.02 plus £484.98 (\*\*\*) see table below – Epping Forest ReUSE will not be claiming). This gives

an overall total unallocated balance of £8,409.00 in the 2022/23 Financial Assistance budget.

**The Committee are asked to AGREE if they wish to carry over any unallocated Financial Assistance budget at year end to 2023/24 Ear Marked Reserves.**

There is also currently £10,970.32 held in Earmarked Reserves, which includes the funds (£3,346.32) donated to the Council by Loughton Film Club following the club ceasing to operate.

The overall total balance remaining in the 2022/23 budget, including earmarked reserves and donation as at end of October 2022, of £19,379.32.

The Committee are reminded it is Council policy to withhold 10% (£3,000 for 2022/23 budget) in case of emergency applications during the year, and that the £8,500 awarded to Citizens Advice – Epping Forest District for 2022/23 is budgeted separately.

For Members information, as list of grants awarded to date in 2022/23 is listed below.

Organisation	Amount Granted £	Purpose of Grant
Alfie James Productions	200.00	Performance skills workshop
Affordable Counselling	500.00	Counselling sessions
Basics Essex	1,000.00	Assistance towards equipping a new doctor
Epping Forest ReUSE	484.98	Operational Costs (safety boots/uniform)*** See note above, as not now being claimed
Lopping Hall Art c/o Lopping Hall	300.00	Hire of display boards for exhibition
Loughton Chigwell & District Synagogue	500.00	Supply of weekly food parcels
Loughton Voluntary Care Association	391.00	Phone bill and premises rental
Restore Grow Community Garden	2,500.00	Running Costs
Restore Community Noah's Ark	3,000.00	Crafts, toys and running costs
Restore Community Oakwood Hill Community Centre	3,000.00	Operational Costs
Restore Community Oakwood Hill Youth Club Project	2,000.00	Operational costs and equipment
Samaritans Redbridge Branch	700.00	Running Costs
Spark a branch of Worth Unlimited	1,500.00	'Complex cases' counselling service
3Food4U	3,500.00	Rent of foodbank venue
Voluntary Action Epping Forest	1,500.00	Operational Costs
The Lopping Endowment Corporate Trustee Limited	1,000.00	Defibrillator

<b>Total awarded</b>	<b>£22,075.98</b>
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<b>New Financial Assistance Application – Further information received for consideration</b>			
<b>Organisation</b>	<b>Amount requested £</b>	<b>Item</b>	<b>Power</b>
Grant A Smile CIC	2,500.00	The One Community Project - a community wide one day even celebrating diversity and culture	General Power of Competence (GPC)

## **19 Staff Salaries / Pension Contributions / National Insurance Contributions**

Communication on the outcome of staff salary pay increases from the National Association of Local Councils (NALC) for 2022/23, has now been received, paid in November 2022 salaries, and backdated to 1 April 2022 (£1925.00 per annum on all pay points). With effect from 1 April 2023 there will also be a one day increase to all employees' annual leave entitlement.

Further notification received has confirmed small changes to the London Weighting Allowance for both 2021/22 and 2022/23. These will be applied and backdated in December 22 salaries accordingly. The new London Weighting inner allowance is £951 per annum.

Members are asked to note that all changes are paid pro-rata for part-time staff.

National Insurance Contributions – Rates were increased in April 2022 to: 15.05% for Employers and 13.25% for Employees. From 1 November 2022 they have been reduced back to pre-April 2022 contribution rates, which are: 13.8% for Employers and 12% for Employees.

There has been no changes to Pensions employers and employees' rates, which remain the same.

To receive and note.

## **20 Parish Basic Allowance**

The Committee is asked to consider and AGREE a recommendation to full Council on the level of Parish Basic Allowance that members may claim in 2023/24. This is currently set at £120 per annum.

## **21 Subscription Review**

The Committee is asked to review and AGREE the list of organisations of which it is currently a member and confirm if it wishes to support those listed in 2023/24, without amendment (see page 40).

## **22 Committee Priorities**

The Committee is requested to review and AGREE its priority list for 2023/24. See page 41.

**23 Estimates**

The Committee is asked to consider and CONFIRM the estimates of income and expenditure and levels of earmarked funds for 2023/24 (see pages 42 – 45).

**24 Emerging Epping Forest District Local Plan - Further Main Modifications**

To consider the draft response (only if final approval has not been agreed at the Planning and Licensing meeting on 5 December 2022). See attached pages 46 – 51. Planning and Licensing Committee, 7 November 2022, minute PL300 and Planning and Licensing Committee agenda, 5 December 2022, agenda item 4.1 refers.

Members to review and agree draft wording for deadline of 9 December 2022

**25 Future work of Committee**

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Note: No substantive discussion may take place under this item as the required statutory notice of the topics will not have been given.

**Mark Squire**  
**TOWN CLERK**  
30 November 2022

## Agenda item 8

### Christmas Card Competition 2022

This year's Festive card competition received 25 entries, down on last year's total of 78. Unfortunately, the facilitator at Roding Valley High School, Art Department, had been unwell and was unable to promote the competition as usual, thus their entries were down fairly substantially. Sadly, no adult entries were received this year. The competition was promoted exactly as in previous years, with reminder emails being sent to the schools and care homes and on our Facebook page. Multiple entries were received from the Kingsley Pre-School group.

Judging of the competition was undertaken by the Town Mayor and Deputy Town Mayor, as in previous years. The Overall winner and Junior Category entrant attends Hereward Primary School. The winning infant entry was from a pupil at Alderton Infant School. A Roding Valley High School student won the secondary category.

The overall and Junior winner this year, was actually runner-up last year in the infant category, who also provided a back story to her design for this year which included visiting the High Road with her father to take photos of the shops which she used to form part of her design.

The runner-up in the Junior Category was Elsie Fourie, whose sister Isla, had been runner-up in this category in 2020.

The award presentation for this year will take place at the Council meeting on 20 December 2022 in the Council Chamber at Buckingham Court, where the winners will be presented with their certificates and gift cards by the Town Mayor and a display of the entries will be exhibited.

The results of the competition are as detailed below:

<b>INFANT SCHOOL CATEGORY</b>	
<b>Winner</b>	Florence Tufton (Alderton Infant School)
<b>JUNIOR SCHOOL CATEGORY</b>	
<b>Winner &amp; Overall Winner</b>	Scarlett Roberts-Rhodes (Hereward School)
Runner-up	Elsie Fourie
<b>SECONDARY SCHOOL CATEGORY</b>	
<b>Winner</b>	Victoria Yozova (RVHS)

Report by  
Debra Paris  
Administrative Officer  
25/11/2022



**Agenda item 13**

**Local Government Boundary Commission for England - Electoral Review of Epping Forest District Council**

I. District Warding

**REVIEW OFFICER (EPPING FOREST)**

**Proposals for the re-warding of the Epping Forest District**

**Your proposals for a new 3-member ward of BUCKHURST HILL EAST and WHITEBRIDGE**

As you say, wards should have a strong community of interest. We wish to refute in the strongest terms that this applies to the proposed new ward of Buckhurst Hill East and Whitebridge. Your assertion of the community of interest, para. 39, page 9 of your report is false.

It is **totally erroneous** to state that there is continuous housing across the boundary. There is NOT any continuous housing, as a result of official decisions taken 70 or 80 years ago, and now firmly established. There is some, but very limited, common interest in the shops and use of the Roding Valley open space. However, the strength of that argument needs to be considered in the context of it being land that is subject of waterlogging and flooding, and was in part deliberately flooded after the building of the M11.

The Town Council believes Buckhurst Hill East and Whitebridge have **very little community of interest**.

The current Loughton Roding ward, on the other hand, has a very high degree of community interest. Politically, it has not been represented since 2006 by any political party, although they generally contest it. Independent and Residents Association candidates have been very well supported, gaining up to 83% of the vote. The BH East ward has been represented by Green and Liberal Democrats over the last 20 or so years. The independent component has been entirely lacking south of the "Hundred Foot" gap.

We can do no better than to endorse the reasons given by Cllrs Murray (independent) and Brookes (Residents association) on the issue of the proposed 3 member ward having very little community of interest. These are broadly as follows.

1. There is a **clear physical dividing** line between the Buckhurst Hill (BH) and Loughton (L) parts of this proposed ward, namely the Green Walk (also known as the hundred foot). This was created in the 1940s and early 50s when the Urban District Council built housing. It was put there following the Abercrombie principles to create a deliberate and clear boundary between the two towns of BH and L and to stop them merging. (the previous boundary followed the edges of the water meadows that previously existed). It has been maintained ever since.
2. This **clear distinction** between BH and L is reflected in the postcodes of IG9 and IG10, the different telephone areas of 0208 504 and 508, the old Buckhurst and Loughton exchanges.

3. This **clear distinction** on either side of the Green Walk is also reflected in the change in road names; Valley Hill (L) becoming Loughton Way (BH). Felstead Road (L) becoming Thaxted Road (BH). Greensted Road (L) becoming Bradwell Road (BH). There is **a clear physical divide** between each road pairing in the form of either the green walk or a playground between Felstead Road and Thaxted Road, a playground owned by this council, to which BH does not contribute.
4. As regards **shopping areas** the bulk of residents in the BH part of the new ward look either to the Roding Valley station area, Lower Queens Road, and Queens Road, Waitrose, for their shopping needs, whilst the Whitebridge part of Loughton look to the Valley Hill crossroads, Sainsbury's. and the High Road Loughton for their requirements. Only a very small area of housing either side of the Green Walk may both equally look to the Loughton Way shops.
5. As regards **schooling** again the two parts of the new ward, very largely look in different directions, BH East towards Buckhurst Hill Primary School and West Hatch Secondary School, whilst the Whitebridge part of the proposed new ward towards Whitebridge Primary School and Roding Valley High School for their secondary school provision.
6. **Medical provision.** Both areas of the new ward have their own doctors' surgeries and pharmacy provision and the bulk of residents use the provision based on either living in BH or L.
7. **Faith facilities,** BH has its own Anglican and nonconformist churches (St John's and BH Baptist Church) whilst Loughton has its own (St Michael's, Loughton Baptist, and Loughton Methodist Churches), with attendance once again very largely following the BH and L split. St Michael's Church in Roding Road (Loughton) works extremely hard in developing a community provision aimed at the entire current Roding ward within Loughton, and a daily café provision which has engendered a lot of support from the Loughton Whitebridge area.
8. **Library provision,** once again usage very largely reflects the BH and L divide. Whitebridge residents very largely looking to Loughton Library with BH residents very largely using Buckhurst Hill Library.
9. **Roding Valley Recreation Ground,** which is stated as evidence in your report (page 9, paragraph 39) as having a community of interest between the two parts of the new ward is true but only to a certain extent. Usage of this area also reflects the BH and L separation of community interest. BH families largely use the playground and hard-court area just off Roding Lane IG9, whilst L Whitebridge families very largely use the playground and hard-court area just off Roding Road IG10.
10. **Cricket Club and Football Club provision on the Recreation Ground,** once again this reflects the IG9 and IG10 separate community provision. South Loughton Cricket Club has a square and a pavilion just off Roding Road IG10 and Buckhurst Hill Cricket Club has a square and a pavilion just off Roding Lane IG9. Loughton Football Club lease land from the County Council just adjacent to the recreation ground at the end of Avondale Drive Loughton, whilst Buckhurst Hill Football Club has its ground and headquarters in Roding Lane IG9.
11. **Roding Valley Recreation Ground Management** , although of less importance than the actual patterns of community usage the IG9 / IG10 split is also exactly mirrored in how the recreation ground is actually managed. Loughton Town Council has a 125 year lease on its portion of the area running up to the Green Walk/hundred

foot gap , whilst Buckhurst Hill Parish Council chose not to take up this option from EFDC.

These points 1 to 11 above very clearly evidence the virtual lack of strong community ties between the BH and L parts of the newly proposed ward of Buckhurst Hill East and Whitebridge.

Many of the key building blocks of community and a sense of place, shops, schools, leisure and faith buildings simply do not traverse this existing Green Walk /Hundred Foot divide between two established towns and therefore the newly proposed ward of Buckhurst Hill East and Whitebridge might exist on a map it simply does not exist in any meaningful sense in the real world, shaped by the daily lives of individuals and their families.

### Conclusion

In this Council's view, it **is completely inappropriate** to suggest the creation of a 3-member District ward crossing the Buckhurst Hill and Loughton boundary merely for some predetermined need for three member wards across the district.

**On any measure of community interest there should be a 2-member BH East ward and a separate 1-member Loughton Whitebridge ward**

### 13.2

#### II. Town / Parish Warding

**LTC suggestion for minor adjustment between Forest and St Johns District and Parish wards and division of St John's Parish wards to ensure community of interest.**

The Town Council considers that the proposed Parish Ward of St John's is much too large, electing 5 town councillors, which would be excessive and clumsy to administer. Without access to exact figures for the population of individual streets, the Town Council suggests **the community of interest among the three conservation areas (the concern of the Hills Amenity Society since 1972) is so strong;** the present boundary splits the Conservation Areas, and there is great merit in joining them and that boundary be moved to the rear of the properties in Staples Road, rather than the western side of that road. This would affect about 70 electors to be added to St John's from Forest.

We would suggest that the territory of St John's ward be altered for the Town by taking from it a separate Town ward of 3 seats to comprise streets to the north of Church Lane and east of the A121 right up to the Town boundary . We suggest that the name of the 2-member (c1350 electors) Town ward be Loughton Hills ward, and the 3-member ward (c2000 electors) be Loughton Goldings ward, after the three major streets and a district all named Goldings (Hill, Rise, Road and Manor Estate) We have stated elsewhere that the use of CofE parishes for District Wards is misleading, and that the name of St John's district ward be Loughton Hills ward.

## Agenda item 14.1

**Loughton Town Council**  
**Summary Income & Expenditure by Budget Heading 31/10/2022**  
**Month No: 7 Resources and General Services Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Resources and General Services</u></b>							
Communication	Expenditure	17,146	9,646	19,155	9,509	9,509	50.4%
Office Expenses (1)	Expenditure	15,166	8,258	13,700	5,422	5,422	60.3%
Audit	Expenditure	3,745	0	3,010	3,010	3,010	0%
Central Personnel	Expenditure	327,181	217,824	374,800	156,976	156,976	58.1%
Council Expenses	Expenditure	12,565	12,939	16,650	3,711	3,711	77.7%
	Income	150	0	0	0		
Other Services (RGS) (2)	Expenditure	25,588	796	2,500	1,704	1,704	31.8%
Members' Expenses	Expenditure	1,680	0	2,760	2,760	2,760	0%
Buckingham Court (3)	Expenditure	44,292	39,781	52,531	12,750	12,750	75.7%
(4)	Income	4,442	0	10,000	10,000		0%
Service Re-charge (5)	Expenditure	-283,000	0	-285,000	0	0	0.0%
Library	Expenditure	11,700	8,775	11,875	3,100	3,100	73.9%
Grants	Expenditure	32,400	7,191	38,500	31,309	31,309	18.7%

**INCOME – EXPENDITURE TOTALS**

R&GS Expenditure	<b>208,463</b>	<b>305,210</b>	<b>250,481</b>	<b>-54,729</b>	<b>-54,729</b>	<b>121.8%</b>
Income	<b>4,592</b>	<b>3,346</b>	<b>10,000</b>	<b>6,654</b>		<b>33.5%</b>
Net Expenditure over Income	<b>203,871</b>	<b>301,864</b>	<b>240,481</b>	<b>61,383</b>		

**Notes:**

- (1) Council Expenses – “Actual Year To Date” – includes the Town Council annual Insurance.  
 (2) The Service Recharge will be applied at the financial year-end.

**Agenda item 14.1****Earmarked Reserves for 2022/2023:**

A summary of the Committee's reserves showing the amounts available from reserves in this current financial year is provided below:

<b>Resources and General Services Committee</b>	<b>31.10.22</b>
Elections	14,854.81
Buckingham Court maintenance fund	2,000.00
Buckingham Court Rent Deposit	5,000.00
Financial Assistance Grants 2020/21	10,970.32
<b>Total</b>	<b>32,825.13</b>

## Agenda item 14.1

### Current Financial Position

Date: 14/11/2022

Time: 12:15

Loughton Town Council

Bank Reconciliation Statement as at 31/10/2022  
for Cashbook 1 - No 1 Current Account

Page 1

User: JCG

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Nat West no. 1 account	31/10/2022	97	96,322.62
			96,322.62
Unpresented Cheques (Minus)			Amount
13/06/2022	10793 P123	Fred Collins	50.00
24/06/2022	10822 P162	Skyguard	117.87
06/07/2022	10840 P207	Chris Buck	50.00
26/08/2022	10882 P297	Pitney Bowes Ltd	215.82
26/08/2022	10884 P299	Phoenix Lifting Systems Ltd	158.40
26/08/2022	10894 P314	Pinnacle Essex	600.00
30/09/2022	10907 P352	James Todd & Co. Ltd.	109.62
30/09/2022	10918 P362	Nisbets PLC	400.77
30/09/2022	10919 P363	GB Professional Maintenance Lt	625.00
30/09/2022	10922 P366	Away With It Waste Management	1,659.00
30/09/2022	10923 P367	Regional Waste Recycling Comme	488.80
30/09/2022	10931 P377	Pinnacle Essex	600.00
30/09/2022	10934 P401	3Food4U	3,500.00
17/10/2022	T15	No 2 Current Account	38,988.05
19/10/2022	10935 P402	PPL PRS Ltd	134.79
19/10/2022	10940 P407	Pinnacle Essex	600.00
19/10/2022	10941 P408	Moore's Catering Engineers	190.00
19/10/2022	10948 P419	James Todd & Co. Ltd.	109.62
19/10/2022	10949 P420	TBS Hygiene Ltd	90.00
31/10/2022	10951 P438	Affordable Conselling Epping F	500.00
31/10/2022	10952 P439	Loughton Voluntary Care Associ	391.00
31/10/2022	10975 P474	Royal British Legion	150.00
31/10/2022	10953 P440	The Nat Soc of Allot & Leis Ga	66.00
31/10/2022	10954 P441	Deltagate Ltd	1,170.00
31/10/2022	10955 442	Skyguard Ltd	77.76
31/10/2022	10956 P443	Accredited Locksmith Services	284.50
31/10/2022	10958 P446	Loughton Gardens & Landscapes	2,286.00
31/10/2022	10959 P449	Arbtec Tree Services	1,116.00
31/10/2022	10960 P450	BG Shutters and Blinds Ltd	2,089.92
31/10/2022	10961 P451	L & J Hall Digging Services Lt	450.00
31/10/2022	10962 P452	Scott Dryden	1,323.00
31/10/2022	10963 P456	Universal Stone Ltd	6,866.76
31/10/2022	10964 P457	Epping Forest District Council	504.00
31/10/2022	10965 P458	P & L Signs Ltd t/a Signs Expr	356.40
31/10/2022	10966 P459	Regional Waste Recycling Comme	488.80
31/10/2022	10967 P462	H20 Nationwide Ltd	108.00
31/10/2022	10968 P463	Atrium Security Limited t/a Tr	1,825.00
31/10/2022	10969 P465	Docendo Ltd	1,165.21
31/10/2022	10970 P467	Pinnacle Essex	600.00
31/10/2022	10971 P468	TBS Hygiene Ltd	72.00
31/10/2022	10972 P469	Ernest Doe & Sons Ltd	94.50
31/10/2022	10974 P471	Phs Group plc	4,752.00

## Agenda item 14.1

### Current Financial Position

Date: 14/11/2022			Loughton Town Council		Page 2
Time: 12:15			Bank Reconciliation Statement as at 31/10/2022 for Cashbook 1 - No 1 Current Account		User: JCG
			Amount	Balances	
31/10/2022	10976 P475	Viking	136.76		
31/10/2022	10977 P476	RAMSS LTD	348.00		
31/10/2022	10978 P445	PlayFix Limited	720.00		
31/10/2022	10979 P470	Nisbets PLC	131.98		
				76,761.33	
				19,561.29	
<b>Receipts not Banked/Cleared (Plus)</b>					
28/10/2022	R177		47.00		
				47.00	
				19,608.29	
			Balance per Cash Book is :-	19,608.29	
			Difference is :-	0.00	

## Agenda item 14.1

### Current Financial Position

Date: 10/11/2022		Loughton Town Council		Page 1
Time: 15:09		Bank Reconciliation Statement as at 31/10/2022 for Cashbook 2 - No 2 Current Account		User: JCG
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Nat West no. 2 account	31/10/2022	305	17,503.90	
			17,503.90	
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>		
19/10/2022 792 P434 HMRC only 120PW00111168		8,014.92		
19/10/2022 793 P435 Essex Pension Fund		8,283.79		
			16,298.71	
			1,205.19	
<u>Receipts not Banked/Cleared (Plus)</u>				
17/10/2022 T15		38,988.05		
			38,988.05	
			40,193.24	
		<b>Balance per Cash Book is :-</b>	<b>40,193.24</b>	
		<b>Difference is :-</b>	<b>0.00</b>	



## Agenda item 14.1

### Current Financial Position

Date: 10/11/2022	Loughton Town Council	Page 1
Time: 14:52	Bank Reconciliation Statement as at 31/10/2022 for Cashbook 3 - NatWest Business Reserve Acc	User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Business Reserve Acc	31/10/2022	61	100,590.88
			<hr/> 100,590.88
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			100,590.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			100,590.88
		Balance per Cash Book is :-	100,590.88
		Difference is :-	0.00

## Agenda item 14.1

### Current Financial Position

Date: 10/11/2022	Loughton Town Council	Page 1
Time: 14:59	Bank Reconciliation Statement as at 31/10/2022 for Cashbook 4 - Santander Business Reserve Acc	User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander	31/10/2022	112022	812,035.96
			812,035.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			812,035.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			812,035.96
		Balance per Cash Book is :-	812,035.96
		Difference is :-	0.00

## Agenda item 14.1

### Current Financial Position

Date: 10/11/2022		Loughton Town Council		Page 1
Time: 15:05		Bank Reconciliation Statement as at 31/10/2022		User: JCG
		for Cashbook 5 - Security Deposits Current a/c		
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Security Deposits Current a/c	30/10/2022	98	750.00	
			750.00	
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>		
		0.00	0.00	
			750.00	
<u>Receipts not Banked/Cleared (Plus)</u>				
		0.00	0.00	
			750.00	
		<b>Balance per Cash Book is :-</b>	<b>750.00</b>	
		<b>Difference is :-</b>	<b>0.00</b>	

## Agenda item 14.1

### Current Financial Position

Date: 10/11/2022	Loughton Town Council	Page 1
Time: 14:56	Bank Reconciliation Statement as at 31/10/2022 for Cashbook 6 - Nationwide Instant Saver Acc	User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Instant Saver Acc	31/10/2022	84	103,681.61
			103,681.61
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			103,681.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			103,681.61
		Balance per Cash Book is :-	103,681.61
		Difference is :-	0.00

## Agenda item 14.2

### Accounts Paid

Loughran Town Council Current Account List of Payments made between 27 August 2022 to 30 September 2022						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No. Transaction Detail	Year
125454	30/09/2022	M T Perkins	10900	3,640.00	P345 Decoration work at B.Crt	2022/23 ✓
1020202208	30/09/2022	Tormax United Kingdom Limited	10901	824.96	P346 Doors at MH check and repaired	2022/23 ✓
71484404	30/09/2022	Essex County Council	10902	150.00	P347 Application for Xmas lights	2022/23 ✓
3731	30/09/2022	TBS Hygiene Ltd	10904	345.00	P348 Thank Loughran Autumn issue print & distr	2022/23 ✓
101104	30/09/2022	Grangewood Plastic Packaging Ltd	10905	72.00	P349 Dog Waste Bin WRRPF	2022/23 ✓
41029	30/09/2022	Ever Site Cleaning Services Limited	10906	207.81	P350 Refuse sacks	2022/23 ✓
61487	30/09/2022	James Todd & Co Limited	10907	136.84	P351 MH Window cleaning	2022/23 ✓
488	30/09/2022	Mr O Oliver (Tap into Plumbers)	10908	109.52	P352 Payroll services August	2022/23 ✓
22308	30/09/2022	Loughran Self Drive Ltd (M Squares)	10909	90.00	P353 Replace ball valve at WRA	2022/23 ✓
4010510179	30/09/2022	Townswest Archiving Limited	10910	437.30	P354 Hire van	2022/23 ✓
1630507086	30/09/2022	Royal Mail Group Ltd	10911	170.06	P355 Annual Payment for bookview software	2022/23 ✓
56123	30/09/2022	The Play Inspection Company Ltd	10912	1,566.56	P356 Thank Loughran delivery	2022/23 ✓
10102122	30/09/2022	Bush Wheeler Services Limited	10913	318.00	P357 Urgent annual inspection RVRG	2022/23 ✓
1209492	30/09/2022	Acogee Corporation Ltd	10914	780.06	P358 Cutting Lady Whiskers Mead	2022/23 ✓
63023752	30/09/2022	PHS Hygiene Services Limited	10915	138.28	P359 August printing	2022/23 ✓
1003154760	30/09/2022	Epping Forest District Council	10916	7.80	P360 Annual duty of care fee for Hygiene bins MH	2022/23 ✓
29901371	30/09/2022	Nisbets	10918	1,045.00	P361 Play in th park Sessions	2022/23 ✓
580249	30/09/2022	GB Professional Maintenance Ltd	10919	400.77	P362 White plates for MH	2022/23 ✓
1630507086	30/09/2022	Deltapole Limited	10920	1,408.00	P363 Clear gutters at MH	2022/23 ✓
3175	30/09/2022	PKF Littlejohn LLP	10921	1,408.00	P364 Light fitting and repair at MH & KH	2022/23 ✓
1220240	30/09/2022	Away with it Waste Management Lt	10922	1,823.00	P365 2021/2022 ECV External audit	2022/23 ✓
1220240	30/09/2022	Regional Waste Recycling (Commercial) Ltd	10923	1,859.00	P366 RVRG fly-tipping clearance	2022/23 ✓
1220240	30/09/2022	Regional Waste Recycling (Commercial) Ltd	10923	291.20	P367 Refuse collection Cemetery Sept	2022/23 ✓
1220240	30/09/2022	Regional Waste Recycling (Commercial) Ltd	10923	52.00	P368 Refuse collection KH Sept	2022/23 ✓
1220240	30/09/2022	Regional Waste Recycling (Commercial) Ltd	10923	145.60	P369 Refuse collection MG Sept	2022/23 ✓
1220240	30/09/2022	SME Invoice Finance Limited (Think)	10924	606.06	P370 August cleaning at KH	2022/23 ✓
1220240	30/09/2022	Mr J Shorter	10925	80.00	P371 WRA key dep allot dep returned Plot 36	2022/23 ✓
1220240	30/09/2022	Lambert Smith Hampton	10926	2,925.00	P372 Library rent Oct-Dec	2022/23 ✓
1220240	30/09/2022	Steward Limited	10927	77.70	P373 August personal project	2022/23 ✓
1220240	30/09/2022	Earth Anchors Ltd	10928	1,868.28	P374 Memorial Rose Gardens Benches	2022/23 ✓
1220240	30/09/2022	Chubb Fire & Security Ltd	10929	85.92	P375 WRA Extinguisher check	2022/23 ✓
1220240	30/09/2022	British Telecommunications plc	10930	302.82	P376 MH Telephone and internet July to Nov	2022/23 ✓
1220240	30/09/2022	Pinnacle Housing Limited	10931	600.00	P377 Grass cutting at WRRPF Sept	2022/23 ✓
1220240	30/09/2022	EDF Energy Customers Ltd	10932	162.70	P378 B.Crt Gas August	2022/23 ✓
1220240	30/09/2022	Mr D Wide (Punch & Judy Man)	10933	200.00	P400 Loughran Day P & J cancelled	2022/23 ✓
1220240	30/09/2022	3FoodHU	10934	3,500.00	P401 Financial Assistance Grant 2022/23	2022/23 ✓
For information: Direct Debits						
1220240	28/09/2022	PWLB	DD	18,295.62	P379 Loan repayment	2022/23 ✓
1220240	14/08/2022	NatWest Credit Card	DD	1,297.10	P380 Credit card charges	2022/23 ✓
1220240	04/08/2022	Peninsula Business Serv.	DD	241.11	P381 Employment services September	2022/23 ✓
1220240	12/09/2022	Crown Gas & Power	DD	109.42	P382 MH Gas August	2022/23 ✓
1220240	18/09/2022	Crown Gas & Power	DD	58.53	P383 MH Gas August	2022/23 ✓
1220240	27/08/2022	British Gas	DD	155.85	P384 B. Crt electric August	2022/23 ✓
1220240	12/08/2022	the Comms Guys	DD	160.04	P385 Office telephone August	2022/23 ✓
1220240	22/08/2022	Tesco mobile	DD	887.42	P386 Staff mobile phones	2022/23 ✓
1220240	22/08/2022	First Business Water	DD	28.00	P387 Staff mobile phones	2022/23 ✓
1220240	08/08/2022	Pinney Bowles	DD	235.02	P387 Water rates August	2022/23 ✓
1220240	27/10/2022	ICO	DD	259.60	P388 Postage refil	2022/23 ✓
1220240	20/09/2022	Worldpay	DD	55.00	P389 Annual renewal of Data protection fee	2022/23 ✓
1220240	20/09/2022	EPDC	DD	117.46	P394 Crp & Pin machine August	2022/23 ✓
1220240	20/09/2022	EPDC	DD	98.00	Rates KH September	2022/23 ✓
1220240	20/09/2022	EPDC	DD	170.00	Rates RVRG September	2022/23 ✓
1220240	20/09/2022	EPDC	DD	78.00	Rates WRRPF September	2022/23 ✓
1220240	20/09/2022	EPDC	DD	655.00	Rates MH September	2022/23 ✓
1220240	20/09/2022	EPDC	DD	1,216.00	Rates B. Crt September	2022/23 ✓
For information: Account Transfers						
1220240	05/09/2022	Santander to NatWest No.1	TFR	80,000.00	T11 Top up No. 1 acct from Precept	2022/23 ✓
1220240	30/09/2022	NatWest No. 1 to NatWest No. 2	TFR	39,525.70	T12 Payroll top up from NatWest Acct	2022/23 ✓
For information: No. 2 Account						
1220240	22/09/2022	NatWest Autopay	DD	20.60	P390 Autopay online charge August	2022/23 ✓
1220240	30/08/2022	HMRC	790	8,290.25	P391 PAYE & NIC September	2022/23 ✓
1220240	30/09/2022	Essex Pension Fund	791	8,461.61	P392 ECC Pension contributions September	2022/23 ✓
1220240	21/09/2022	Autopay	BACS	22,752.83	P393 Staff net wages September	2022/23 ✓
Total				189,462.59		
We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and entered as agreed on the schedule.						
Print name		Print name		Schedule no.		368
C. C. PONI		Stella. Murphy		Date reported to RGS Ctee		

## Agenda item 14.2

### Accounts Paid Cont.

Loughborough Town Council Current Account List of Payments made between 27 August 2022 to 30 September 2022						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No. Transaction Detail	Year
	30/09/2022	M T Perkins	10900	3,840.00	P345 Decoration work at B.Crt	2022/23
170041	30/09/2022	Tomas United Kingdom Limited	10801	824.98	P346 Doors at MH check and repaired	2022/23
102022046	30/09/2022	Essex County Council	10902	150.00	P347 Application for Xmas lights	2022/23
1166444	30/09/2022	Total Media Marketing	10903	345.00	P348 Think Loughborough Autumn issue print & distr	2022/23
2771	30/09/2022	TBS Hygiene Ltd	10904	72.00	P349 Dog Waste Bin WRRPF	2022/23
101014	30/09/2022	Grangewood Plastic Packaging Ltd	10905	207.81	P350 Refuse sacks	2022/23
01628	30/09/2022	Ever Site Cleaning Services Limited	10906	136.34	P351 MH Window cleaning	2022/23
01647	30/09/2022	James Todd & Co Limited	10907	109.82	P352 Payroll services August	2022/23
634	30/09/2022	Mr O Oliver (Tap Into Plumbers)	10908	90.00	P353 Replace ball valve at WRA	2022/23
22228	30/09/2022	Loughborough Self Drive Ltd (M Squires)	10909	437.30	P354 Hire van	2022/23
0407020319	30/09/2022	Townswest Archiving Limited	10910	170.08	P355 Annual Payment for bookview software	2022/23
040201006	30/09/2022	Royal Mail Group Ltd	10911	1,566.59	P356 Think Loughborough delivery	2022/23
04023	30/09/2022	The Play Inspection Company Ltd	10912	318.00	P357 Urgent annual inspection RVRG	2022/23
1001012	30/09/2022	Bush Wheeler Services Limited	10913	780.00	P358 Cutting Lady Whitakers Mead	2022/23
120447	30/09/2022	Acogee Corporation Ltd	10914	138.28	P359 August printing	2022/23
04020732	30/09/2022	PHS Hygiene Services Limited	10915	7.80	P360 Annual duty of care fee for hygiene bins MH	2022/23
10201141005	30/09/2022	Epping Forest District Council	10916	1,045.00	P361 Play in the park Sessions	2022/23
28070171	30/09/2022	Masters	10918	400.77	P362 White plates for MH	2022/23
040140	30/09/2022	OB Professional Maintenance Ltd	10919	1,408.00	P363 Clear gutters at MH	2022/23
0001	30/09/2022	Deltawake Limited	10920	1,408.00	P364 Light fitting and repair at MH & KH	2022/23
0503021006	30/09/2022	PKF Loughborough LLP	10921	1,820.00	P365 2021/2022 EOY External audit	2022/23
3375	30/09/2022	Away with it Waste Management Ltd	10922	1,859.00	P366 RVRG fly-tipping clearance	2022/23
220206	30/09/2022	Regional Waste Recycling (Commercial) Ltd	291.20	P367 Refuse collection Cemetery Sept	2022/23	
220209	30/09/2022	Regional Waste Recycling (Commercial) Ltd	52.00	P368 Refuse collection KH Sept	2022/23	
040101	30/09/2022	Regional Waste Recycling (Commercial) Ltd	145.60	P369 Refuse collection MG Sept	2022/23	
040101	30/09/2022	SME Invoice Finance Limited (Think)	10924	606.06	P370 August clearing at KH	2022/23
17105	30/09/2022	Mr J. Shorter	10925	80.00	P371 WRA key dep slot dep returned Pict 38	2022/23
020403	30/09/2022	Lambert Smith Hampton	10926	2,925.00	P372 Library rent Oct-Dec	2022/23
020403	30/09/2022	Skyguard Limited	10927	77.76	P373 August personal protect	2022/23
0402017	30/09/2022	Earth Anchors Ltd	10928	1,568.26	P374 Memorial Rose Gardens Benches	2022/23
040106	30/09/2022	Chubb Fire & Security Ltd	10929	85.92	P375 WRA Extinguisher check	2022/23
0210	30/09/2022	British Telecommunications plc	10930	302.82	P376 MH Telephone and internet July to Nov	2022/23
0401012	30/09/2022	Pinnacle Housing Limited	10931	600.00	P377 Grass cutting at WRRPF Sept	2022/23
0302010014	30/09/2022	EDF Energy Customers Ltd	10932	162.70	P378 B.Crt Gas August	2022/23
	30/09/2022	Mr D Wilde (Punch & Judy Man)	10933	200.00	P400 Loughborough Day P & J cancelled	2022/23
	30/09/2022	3FoodHU	10934	3,500.00	P401 Financial Assistance Grant 2022/23	2022/23
For information: Direct Debits						
PA040007	28/09/2022	PWLB	DD	18,295.62	P379 Loan repayment	2022/23
	14/09/2022	NatWest Credit Card	DD	1,287.10	P380 Credit card charges	2022/23
000070003	04/09/2022	Peninsula Business Serv.	DD	241.11	P381 Employment services September	2022/23
0210101	18/09/2022	Crown Gas & Power	DD	169.42	P382 MH Gas August	2022/23
040106	18/09/2022	Crown Gas & Power	DD	56.53	P383 KH Gas August	2022/23
040106	27/09/2022	British Gas	DD	150.94	P384 B. Crt electric August	2022/23
040106	12/09/2022	the Comms Guys	DD	687.42	P385 Office telephone August	2022/23
040106	22/09/2022	Tesco mobile	DD	28.00	P386 Staff mobile phones	2022/23
0210101	22/09/2022	First Business Water	DD	235.02	P387 Water rates August	2022/23
0210101	08/09/2022	Pitney Bowes	DD	259.80	P388 Postage refill	2022/23
0210101	27/10/2022	ICO	DD	55.00	P389 Annual renewal of Data protection fee	2022/23
0210101	20/09/2022	Workday	DD	117.46	P394 Chp & Pin machine August	2022/23
	20/09/2022	EFDC	DD	69.00	Rates KH September	2022/23
	20/09/2022	EFDC	DD	170.00	Rates RVRG September	2022/23
	20/09/2022	EFDC	DD	78.00	Rates WRRPF September	2022/23
	20/09/2022	EFDC	DD	665.00	Rates MH September	2022/23
	20/09/2022	EFDC	DD	1,216.00	Rates B. Crt September	2022/23
For information: Account Transfers						
	05/09/2022	Santander to NatWest No.1	TFR	80,000.00	T11 Top up No. 1 acct from Precept	2022/23
	30/09/2022	NatWest No. 1 to NatWest No. 2	TFR	39,525.70	T12 Payroll top up from NatWest Acct	2022/23
For information: No. 2 Account						
040106	22/09/2022	NatWest Autopay	DD	20.60	P390 Autopay online charge August	2022/23
	30/09/2022	HMRC	790	8,290.25	P391 PAYE & NIC September	2022/23
	30/09/2022	Essex Pension Fund	791	8,461.81	P392 ECC Pension contributions September	2022/23
	21/09/2022	Autopay	BACS	22,752.83	P393 Staff net wages September	2022/23
Total				189,462.89		
We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and passed to, or used on, the schedule.						
Print name		Print name		Schedule no.	358	
C. PONI		STELLA. MURPHY		Date reported to RGS Cities		

## Agenda item 14.2

### Accounts Paid Cont.

Loughdon Town Council							Page no 1	
Current Account								
List of Payments made between 15 October 2022 to 31 October 2022								
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail	Year	
	31/10/2022	Affordable Counselling Epping Fore	10951	500.00	P438	2022/23 Financial Assistance grant	2022/23	
	31/10/2022	Loughdon Voluntary Care Associatio	10952	391.00	P439	2022/23 Financial Assistance grant	2022/23	
51596C	31/10/2022	National Society of Allotment & Leis	10953	66.00	P440	Annual membership renewal	2022/23	
3039	31/10/2022	Deligate Limited	10954	1,170.00	P441	Supply/install light fittings x8 MH	2022/23	
00128	31/10/2022	Skyguard Limited	10955	77.76	P442	My SOS September	2022/23	
28110	31/10/2022	Accredited Locksmith Services Ltd		85.00	P443	WRA padlock strip and repair	2022/23	
28854	31/10/2022	Accredited Locksmith Services Ltd	10956	199.50	P444	ALS high security key	2022/23	
INV-0148	31/10/2022	Loughdon Landscapes Limited		690.00	P446	Memorial gardens railings straightening	2022/23	
INV-0147	31/10/2022	Loughdon Landscapes Limited		1,236.00	P447	Memorial gardens railings replaced	2022/23	
INV-0149	31/10/2022	Loughdon Landscapes Limited	10958	360.00	P448	Cemetery bench base and installed	2022/23	
8771	31/10/2022	Arbtec Tree Services	10959		P449	WRPF tree removal	2022/23	
58-10705	31/10/2022	BG Shutters and Blinds Ltd	10960	2,089.92	P450	KH roller blinds installed	2022/23	
544	31/10/2022	L&J Hall Digging Services Ltd	10961	450.00	P451	Grave digging from 2021/22, invoice missed	2022/23	
97	31/10/2022	Scott Dryden (Scott Dryden Design)	10962	1,323.00	P452	Think Loughdon issue 89	2022/23	
900394208	31/10/2022	Royal Mail Group Ltd	n/a	-1,685.84	P453	TL Delivery credit note	2022/23	
ES6338615015	31/10/2022	EDF Energy Account	n/a	292.30	P454	B.Crt Gas Sept	2022/23	
ES6338615016	31/10/2022	EDF Energy Account	n/a	-950.44	P455	B.Crt Gas Adjustment to reading	2022/23	
1023096	31/10/2022	Universal Stone Ltd	10963	6,896.76	P456	Balance of War Memorial clean	2022/23	
18007305796	31/10/2022	Epping Forest District Council	10964	504.00	P457	Clear and rake WR orchard	2022/23	
26273	31/10/2022	P&L Signs Ltd t/a Signs Express	10965	356.40	P458	LTC Sign installed on B.Crt	2022/23	
8228736	31/10/2022	Regional Waste Recycling (Commercial Ltd)	291.20		P459	Cemetery bins Sept	2022/23	
8228736	31/10/2022	Regional Waste Recycling (Commercial Ltd)	145.60		P460	M Hall Bins Sept	2022/23	
8228736	31/10/2022	Regional Waste Recycling (Commie	10966	52.00	P461	K Hall Bins Sept	2022/23	
5132558	31/10/2022	H2O Nationwide Limited	10967	106.00	P462	Monitor/test water at KH	2022/23	
11709	31/10/2022	Arrium Security Solutions Ltd		912.50	P463	RVRG Gate lock/unlock August	2022/23	
11707	31/10/2022	Arrium Security Solutions Ltd	10968	912.50	P464	RVRG Gate lock/unlock Sept	2022/23	
34632	31/10/2022	Docendo Limited		118.51	P465	Online back-up Oct-Dec	2022/23	
34632	31/10/2022	Docendo Limited	10969	1,047.00	P466	Maintenance contract Oct-Dec	2022/23	
9098223	31/10/2022	Pinnacle Housing Limited	10970	600.00	P467	Ground Maintenance WRPF	2022/23	
2286	31/10/2022	TBS Hygiene Ltd	10971	72.00	P468	Dog waste bin RVRG/WRPF Oct	2022/23	
31536	31/10/2022	Ernest Doe & Sons Ltd	10972	94.50	P469	Round up Pro for Cemetery	2022/23	
95410620	31/10/2022	PHS Group		653.40	P471	Planted displays Station Rd	2022/23	
99419555	31/10/2022	PHS Group		2,257.20	P472	Planted displays Dabden Broadway	2022/23	
99419555	31/10/2022	PHS Group	10974	1,841.40	P473	Planted displays Library	2022/23	
5463136	31/10/2022	Royal British Legion	10975	150.00	P474	Poppy wreath donation	2022/23	
3493	31/10/2022	Viking Payments	10976	136.78	P475	Transfer boxes for move	2022/23	
INV-2616	31/10/2022	RAMSS Ltd	10977	348.00	P476	Medical staff for Remembrance Sunday	2022/23	
25705912	31/10/2022	Playfix Limited	10978	720.00	P445	Westall Road wetpour	2022/23	
	31/10/2022	Nisbets	10979	131.98	P470	MH Bowls	2022/23	
For information: Direct Debits:								
3086017	25/10/2022	British Gas	DD	121.86	P477	B. Crt electric September	2022/23	
9176803790026	06/11/2022	SSE	DD	18.84	P478	RVRG Electric Jul-Aug	2022/23	
4618952330001	06/11/2022	SSE	DD	52.76	P479	RVRG Electric Sept	2022/23	
52197572514002	06/11/2022	SSE	DD	147.58	P480	KH Electric Jul-Oct	2022/23	
For information: Account Transfers								
For information: No. 2 Account								
Total				26,079.77				
We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and payees as named on the schedule.								
Print name		Signed		Print name		Schedule no.		
STELLA. MURPHY				D. J. WIXLEY		361		
						Date reported to RGS Clerk		

## Agenda item 14.2

### Accounts Paid Cont.

Loughlin Town Council						Page no 1
Current Account						
List of Payments made between 1 November 2022 to 7 November 2022						
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No. Transaction Detail	Year
229194	07/11/2022	Mr M Squire (Loughlin Self Drive of 10980		875 00 P491	Van hire for September paid by Mark Squire	2022/23
For information: Direct Debits						
For information: Account Transfers						
For information: No. 2 Account						
<b>Total</b>				<b>875.00</b>		

We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and payees as named on the schedule.

Signed	[Redacted Signature]	Signed	
Print name	STELLA MURPHY	Print name	
	[Redacted Signature]		
	CAROLINE POND		

Schedule no.	362
Date reported to RGS Office	




## Agenda item 14.2

### Accounts Paid Cont.

Loughton Town Council							Page no 1
Current Account							
List of Payments made between 7 November 2022 to 16 November 2022							
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail	Year
19081	16/11/2022	The Old London Moving Company L	10981	1,200.00	P484	Deposit for office removal to B.Crt	2022/23
For information: Direct Debits							
For information: Account Transfers							
For information: No. 2 Account							
<b>Total</b>				<b>1,200.00</b>			

We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and payees as named on the schedule.

Signed		Signed	
Print name		Print name	

STELLA HURPHY

Schedule no.	363
Date reported to RGS Clerk	

**Agenda item 18**

**Financial Assistance Application – Grant A Smile CIC**

Further detail has been received below, following the request of the Resources and General Services Committee on 5 October 2022 (minute RG148.2):

- The proposed date of the planned event is Saturday 4 February 2023.
- The location of the planned event – Murray Hall, Loughton.
- The event is estimated at a total cost of £9,954. Grant a Smile apologise that the previous information the Council requested and was sent to us, requested an increase in funding, from their original application. This was an error.
- The number quoted on their application form is a Community Interest Company (CIC) number.

**Agenda item 18****Financial Assistance Application – Grant A Smile CIC cont'd.**

We would like to hold a one-day African experience event for people aged 16 and over in Essex to fill the gap in the lack of diversity and inclusion projects in Essex. The One Community Project is a day dedicated to celebrating diversity and culture in the Essex region. According to the 2011 census, 90.8 percent of the population identified as white British, while 9.2 percent identified as ethnic minorities.

The event's theme, including the food, will be African. This is a community-building, educational, and social event that emphasises the value of inclusivity and social integration. We intend to launch this during Black History Month in October 2022 or after pending funding allocation and timescale. Through an appreciation of shared heritage, this project provides an opportunity to learn about cultural diversity. The event will include live African performances and choreographed dancing for audience participation, games and confidence building activities.

There has never been a better time for cultural exploration, education, and exchange between the mainstream and African communities. Such an event contributes to cultural identity development and emphasises shared learning experiences among people from diverse cultural backgrounds, resulting in increased community social cohesion.

The event will help demystify Africa and foster the growth of a more culturally sensitive community. Our event's most significant feature is that it will promote social integration and networking opportunities. It will be a fun event where people can meet new people and make connections that is good for their mental health and overall well-being.

Our goal is to provide an unforgettable experience that unites diverse audiences together. The event's activities are designed to teach, and as such, we anticipate that those who have never had the opportunity to experience African culture will leave with a sense of cultural understanding and sensitivity that they may not have had before the event. We anticipate a more cohesive, inclusive community and an increase in events centred on cultural knowledge among people of diverse backgrounds.

Culturally inclusive events promote and disseminate cultural topics to provide a chance for members of the community of diverse origins to broaden their cultural understanding. Cultural events have been found to increase group members' togetherness through cultivating skills of cooperation and dialogue. Additionally, it is critical for the emotional, cognitive, and social growth of an individual.

To summarise, we want to achieve the following:

- To build a stronger, diverse and inclusive community.
- Opportunity for people to join in solidarity, rekindle hope and establish relationships that will enable them to build long lasting connections and ties.
- Build confidence, network, share ideas, educate people about diversity, and demonstrate the power of the community coming together.
- We are creating a safe space for Africans and the broader community to come together and celebrate.
- Connecting with others who share similar interests, hobbies, careers, or even problems can be extremely empowering, motivating, and always beneficial.
- Provide opportunities for citizens to volunteer, gain new skills and encourage community participation.
- Empowering people in the aftermath of the COVID-19 pandemic

## Agenda item 18

### Financial Assistance Application – Grant A Smile CIC cont'd.

#### Project Delivery

We will enlist the help of residents, the council and local businesses in offering services. We currently have 22 volunteers working with us on this particular project and more volunteers will be sourced through social media, local community groups, word of mouth in the communities and local schools, and approach the local job centre to advertise the volunteer opportunities. We will promote diversity, inclusion and equality by recruiting people from different backgrounds.

We will give them their individual roles and have regular weekly meetings to ensure that we are on track. We want all the volunteers to feel a part of this project. Therefore, we will get them involved in also sharing ideas.

We have written a letter to Epping Forest Council and had a meeting with the event team at the Epping Forest Museum to inform them about our intent to host the event and inviting them to get involved in the project, which we hope will go down in history and become a cultural event that will be hosted annually. We have recently joined the volunteer champion group and have openly discussed our plans with the group. Everyone is excited and keen and cannot wait to be part of this project.

Both project leads have been involved in developing the plan and we started by brainstorming about the event and did some research on the types of cultural events that have taken place so far. Our findings show nothing like this has ever taken place in Loughton or the wider Essex community, and we want to be the first to pilot this and hopefully, it will become a massive annual diversity and inclusion celebration in the community. We then came to an agreement on a strategy and budget. To create an unforgettable experience and the impact we desire as a community. We then resolved to seek funding to make this project a tremendous success.

We intentionally chose an African experience as it would be perfectly aligned with the theme of Black History Month. However, due to funding allocation wait time, we will have to push this back. (The objective remains the same regardless of the time of the year it is done.)

We have fostered relationships in the communities that will help us reach the wider communities. Grant A Smile was voted and won the "People's Choice Essex Award", "Grant Aid Outstanding Contributing to Epping Forest Community Award" and "The Police, Fire and Crime Commissioner Essex Award", and that is a testament to the impact we make and our popularity in the area. The mode of delivery to promote the event will be through social media, email, local media, our website, posters, libraries, local businesses and word of mouth.

We will be able to measure outcomes and analysis in different ways. We will have a record of the guests who attended and their feedback. A video will be taken, and guests will be able to comment about their experience on the night and what they learnt from the event that emphasises the value of inclusivity and social integration. We intend to launch this during Black History Month in October 2022. Through an appreciation of shared heritage, this project provides an opportunity to learn about cultural diversity. The event will include live African performances and choreographed dancing for audience participation, games and confidence building activities.

Our goal is to provide an unforgettable experience that unites diverse audiences together. The event's activities are designed to teach, and as such, we anticipate that those who have never had the opportunity to experience African culture will leave with a sense of cultural

**Agenda item 18****Financial Assistance Application – Grant A Smile CIC cont'd.**

understanding and sensitivity that they may not have had before the event. We anticipate a more cohesive, inclusive community and an increase in events centred on cultural knowledge among people of diverse backgrounds.

The event will also have an economic impact on the local businesses we employ as vendors. We will also be collecting their feedback and the impact of our contribution after the pandemic. The date that has been set for the event will give us enough time for continuous research, planning and development in order to meet all priorities and deadlines. Delivering the project on time and within budget will also be a measure success outcome for us.

We have the project timeline plan that will be provided and meeting notes with the planning and delivery team. Photos of the event will also be made available, which will also be put in the local press. We will also encourage people to tag us in their community groups and share their experiences. The funding source will also be greatly advertised through all marketing efforts and on the day of the main event.

**Budget**

We are requesting funding for the amount of £9854.00 to plan and deliver the One Community event. Below is a budget on how the requested amount will be distributed.

Description	Cost (£)
Project Manager	500
MC	350
Decorator	240
Photographer	250
DJ	460
Videographer	375
Venue Hire	1100
PR/Marketing	1200
Insurance	360
Food	2890
Volunteer T-shirts	220
Beverages	174
Volunteer Travel Expense	175
Vendor Travel Expense	60
Cultural Performances for 3 Hours	1600
<b>Overall Total Project Cost</b>	<b>9954</b>

**Agenda item 18****Financial Assistance Application – Grant A Smile CIC cont'd.****SCHEME OF GRANTING FINANCIAL ASSISTANCE****APPLICATION FORM**

Please complete the form clearly in black ink and keep the writing within the boxes.  
Continue on another sheet of paper if necessary.

**YOUR ORGANISATION**

Name of organisation (please give location, if different from correspondence address on back page)	Grant A Smile CIC
--	-------------------

*Summary of aims and objectives:*

Grant A Smile is the only social enterprise in the UK providing practical intervention support for parents/families battling chronic, mental and life-threatening illnesses, improving their quality of life by offering a clean home, a tidy garden, grocery shopping and reassurance calls.

We aim to fill in the gaps left by the already stretched social services and help support the recovery journey for people who are overwhelmed by the state of their homes.

We recognise that the mental space functions when the physical space is in order; the home is in order and hence you are more productive. Millions of pounds are spent on raising awareness of mental health issues, but nothing is done to tackle the root causes and offer practical home support so people can recover fully and live better.

Grant A Smile is doing important work with families at what can be a hugely distressing and traumatic time for them. Without the preventative intervention that Grant A Smile provides, we can only imagine that the impact of these traumatic experiences (adverse childhood experiences) would almost certainly have a long-lasting and far-reaching impact on their mental health and, consequently, their physical health as they continue to grow and develop.

Age groups specifically catered for, if any	16 -110 years
Is the organisation a non-profit making body?	Yes – Community Interest Company
Is the organisation a Registered Charity? (if so, please give registration number)	10981555
Number of members in the organisation	33
Number of members resident in Loughton	21
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	No

**DETAILS OF GRANT APPLIED FOR**

*Purpose for which the grant is required including how your organisation will benefit together with details of the proposed expenditure (include copies of quotations/estimates where appropriate).*

**Agenda item 18****Financial Assistance Application – Grant A Smile CIC cont'd.**

Explain how Loughton residents will benefit from this project?

Our goal is to provide an unforgettable experience that unites diverse audiences together. The event's activities are designed to teach, and as such, we anticipate that those who have never had the opportunity to experience African culture would leave with a sense of cultural understanding and sensitivity that they may not have had before the event. We anticipate a more cohesive, inclusive community and an increase in events centred on cultural knowledge among people of diverse backgrounds.

Culturally inclusive events promote and disseminate cultural topics to provide a chance for members of the community of diverse origins to broaden their cultural understanding. Cultural events have been found to increase group members' togetherness through cultivating skills of cooperation and dialogue. Additionally, it is critical for the emotional, cognitive, and social growth of an individual. To summarise we want to achieve the following:

- To build a stronger, diverse and inclusive community.
- Opportunity for people to join in solidarity, rekindle hope and establish relationships that will enable them to build long-lasting connections and ties.
- Opportunity to network, share ideas, educate people about cultural diversity, and demonstrate the power of community coming together.
- We are creating a safe space for Africans and the broader community to come together and celebrate.
- Connecting with others who share similar interests, hobbies, careers, or even problems can be extremely empowering, motivating, and always beneficial.
- Provide opportunities for citizens to volunteer, gain new skills and encourage community participation.
- Empowering residents in the aftermath of the COVID-19 pandemic

Are you making this application as part of the annual round of grant applications? (closing date 31 December)?

**No**

If No, please explain the circumstances to justify this emergency application (please see point 2 of the scheme before completing this section).

We are facing an unanticipated financial issue and reached out to Murray Hall to provide us with free access to their hall. However, they were unable to help and informed us about this grant.

Total cost of project	5000
Amount of grant requested	2500
Funds available from organisation's own resources	2500
Funds granted from other bodies (please give details)	0
If there is a shortfall in these figures, how do you propose to fund the deficiency?	

**PREVIOUS APPLICATIONS**



**Agenda item 18****Financial Assistance Application – Grant A Smile CIC cont'd.**

Name of person making grant application	Joyce Obaseki BEM
Address for correspondence	71 Whitehills Road Loughton Essex
Email address	Joyce.obaseki@grantsmile.org.uk
Tel. No.	Day- 07735515168 Evening- 07735515168

**DECLARATION**

I confirm that I am authorised to make this application on behalf of the organisation named.  
 I certify that the information provided is correct.  
 I enclose the following documents in support of this application:  
 a) a copy of our constitution b) most recent set of audited accounts c) quotations/estimates.  
 I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted, and will be returned to the Town Council if it is not required for that purpose.

Signed:	Date: 1/06/22
---------	---------------

Name (please print): Joyce Obaseki
Capacity in which signed: Director

If your application is successful please indicate the name to which the cheque should be made payable. <i>N.B. Cheques can only be made payable to the name of the organisation's bank account not an individual.</i>	Grant A Smile CIC
--	-------------------

**DATA PRIVACY NOTICE**

Loughton Town Council only undertakes the processing of personal data necessary to perform the contract for services with you. Our Data Privacy Notice forms part of this agreement and includes the binding obligations on us covering the duration, nature and purpose of the processing and your rights; copies are available on request from the Town Council or available on our website: <https://tinyurl.com/y8sxohqs>

**When you apply for Financial Assistance**, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to your application. Your personal information will not be shared with any third party without your prior consent.

The application form with supporting information should be returned to:  
 Loughton Town Council, Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD  
 (Please ensure the correct postage is applied for the size of the envelope used)

**For office use only:**

Acknowledged	Decision	
Statutory power	Informed	
Committee date	Date paid and Payment Ref	



**Agenda item 18**

**Financial Assistance Application – Grant A Smile CIC cont'd.**

REPORT OF THE DIRECTORS AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2020  
FOR  
GRANT A SMILE COMMUNITY INTEREST COMPANY

**COMPANY INFORMATION**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

J Aghahowa  
I R Jackson  
E I Obuseki  
Q K Enakele

71 Whitehills Road  
Loughton  
Essex  
IG10 1TU

10981555 (England and Wales)

**Agenda item 18**

**Financial Assistance Application – Grant A Smile CIC cont'd.**

**GRANT A SMILE COMMUNITY INTEREST COMPANY**

**REPORT OF THE DIRECTORS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

The directors present their report with the financial statements of the company for the year ended 30 September 2020.

**DIRECTORS**

The directors shown below have held office during the whole of the period from 1 October 2019 to the date of this report.

J Aghahowa  
I R Jackson  
E I Obaseki

Other changes in directors holding office are as follows:

Q K Enakele - appointed 10 June 2020

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**

.....  
J Aghahowa - Director

Date: .....

**Agenda item 18****Financial Assistance Application – Grant A Smile CIC cont'd.****GRANT A SMILE COMMUNITY INTEREST COMPANY****INCOME STATEMENT****FOR THE YEAR ENDED 30 SEPTEMBER 2020**

	Notes	2020 £	2019 £
<b>TURNOVER</b>		18,876	7,288
Cost of sales		-	(11,493)
<b>GROSS SURPLUS/(DEFICIT)</b>		18,876	(4,205)
Administrative expenses		(4,611)	(7,957)
<b>OPERATING SURPLUS/(DEFICIT) and SURPLUS/(DEFICIT) BEFORE TAXATION</b>		14,265	(12,162)
Tax on surplus/(deficit)		-	-
<b>SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR</b>		14,265	(12,162)

The notes form part of these financial statements

Page 3

**Agenda item 18**  
**Financial Assistance Application – Grant A Smile CIC cont'd.**

**GRANT A SMILE COMMUNITY INTEREST COMPANY (REGISTERED NUMBER: 10981555)**

**BALANCE SHEET**  
**30 SEPTEMBER 2020**

	Notes	2020 £	2019 £
<b>FIXED ASSETS</b>			
Tangible assets	5	2,508	2,413
<b>CURRENT ASSETS</b>			
Cash at bank		54,362	2,312
<b>CREDITORS</b>			
Amounts falling due within one year	6	(20,410)	(20,530)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<u>33,952</u>	<u>(18,218)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		36,460	(15,805)
<b>CREDITORS</b>			
Amounts falling due after more than one year	7	(38,000)	-
<b>NET LIABILITIES</b>		<u>(1,540)</u>	<u>(15,805)</u>
<b>RESERVES</b>			
Income and expenditure account		(1,540)	(15,805)
		<u>(1,540)</u>	<u>(15,805)</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on ..... and were signed on its behalf by:

.....  
 J Aghahowa - Director

The notes form part of these financial statements

**Agenda item 18****Financial Assistance Application – Grant A Smile CIC cont'd.****GRANT A SMILE COMMUNITY INTEREST COMPANY****NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020****1. STATUTORY INFORMATION**

Grant a Smile Community Interest Company is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

**2. ACCOUNTING POLICIES****BASIS OF PREPARING THE FINANCIAL STATEMENTS**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**TURNOVER**

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

**TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc                      - 25% on cost

**TAXATION**

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

**DEFERRED TAX**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

**3. EMPLOYEES AND DIRECTORS**

The average number of employees during the year was NIL (2019 - NIL).

**4. OPERATING SURPLUS/(DEFICIT)**

The operating surplus (2019 - operating deficit) is stated after charging:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Depreciation - owned assets	1,104	-

**Agenda item 18****Financial Assistance Application – Grant A Smile CIC cont'd.**GRANT A SMILE COMMUNITY INTEREST COMPANYNOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 SEPTEMBER 2020**5. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1 October 2019	3,217
Additions	1,199
At 30 September 2020	4,416
<b>DEPRECIATION</b>	
At 1 October 2019	804
Charge for year	1,104
At 30 September 2020	1,908
<b>NET BOOK VALUE</b>	
At 30 September 2020	2,508
At 30 September 2019	2,413

**6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020 £	2019 £
Other creditors	20,410	20,530

**7. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2020 £	2019 £
Bank loans	38,000	-

**Agenda item 18****Financial Assistance Application – Grant A Smile CIC cont'd.****GRANT A SMILE COMMUNITY INTEREST COMPANY****DETAILED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

	2020		2019	
	£	£	£	£
<b>Turnover</b>				
Donations	3,136		5,093	
Sponsorship & grants	15,540		1,000	
Services provided	200		1,045	
Fundraising	-		150	
		18,876		7,288
<b>Cost of sales</b>				
Children's social events	-		4,880	
Children's special wishes	-		2,104	
Parental assistance	-		4,509	
		-		11,493
<b>GROSS SURPLUS/(DEFICIT)</b>		18,876		(4,205)
<b>Expenditure</b>				
Rent	-		730	
Insurance	14		536	
Wages	-		1,310	
Telephone	-		820	
Post and stationery	117		206	
Publications, press & PR	332		1,085	
Travelling	86		153	
Motor expenses	186		132	
Computer & Software	814		501	
Household and cleaning	989		889	
Sundry expenses	367		208	
Accountancy	300		420	
Staff clothing	302		783	
		3,507		7,773
		15,369		(11,978)
<b>Finance costs</b>				
Bank charges		-		184
		15,369		(12,162)
<b>Depreciation</b>				
Computer equipment		1,104		-
<b>NET SURPLUS/(DEFICIT)</b>		14,265		(12,162)

This page does not form part of the statutory financial statements



**Agenda item 21****Subscription Review**

The following table shows the list of subscriptions to be paid by the Council during the current financial year 2023/24.

The Committee is asked to consider membership of these organisations and decide whether it wishes to make any additions or deletions for the next financial year.

<b>ORGANISATION</b>	<b>£</b>
Campaign to Protect Rural England (CPRE)	36.00
Essex Association of Local Councils (includes NALC fees)	2,449.85
Essex Heritage Trust*	25.00
Essex Playing Fields Association (EPFA)	30.00
Friends of Historic Essex	10.00
Information Commissioner's Office (ICO)	55.00
Institute of Cemetery & Crematorium Management (ICCM)	95.00
Open Spaces Society	45.00
National Society of Allotment & Leisure Gardeners	55.00
Rural Community Council Essex (RCCE)	60.00
Society of Local Council Clerks (SLCC)*	781.00
<b>New Total</b>	<b>£3,641.85</b>
<i>22/23 Budget</i>	<i>£4,000.00</i>
<b>Recommended budget for 23/24</b>	<b>£4,400.00</b>

\* These subscriptions are due in December 2022 so are only an estimate at this stage. SLCC subscription is for both the Town Clerk and Deputy Town Clerk. Other subscriptions are yet to be revised.

**Agenda item 22 – Committee Priorities**

<b>Resources and General Services</b>		
<b>Priority</b>	<b>Main Function</b>	<b>Greater Detail/Current Position</b>
<b>Current activities</b>		
High	Transfer to Electronic Banking	Transfer to Unity Bank; amalgamating / reducing current banking arrangements
Medium	King Charles Coronation	Celebrations for May 2023
Medium	Local Council Awards	To commence in stages in 2023
Low	Council structure	Continuing reviews
<b>On-going activities</b>		
High	Seeking external funding sources	Targeted action
High	Banking arrangements and investments	Kept under review
High	Running the Committee	
High	Admin for whole council	
High	Council and committee agendas and minutes	
High	All council finances, end of year accounts, audit etc.	
High	Management of Buckingham Crt	
High	Personnel and employment matters, staff management	Staff Handbook reviews as required
High	IT and office equipment	
High	Civic matters	Civic Celebrations incl Citizenship Awards
High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
High	Noticeboards	Maintenance and installation
High	Publicity and website	
High	Annual Town Meeting	Arrangements and admin
High	Christmas card competition	Arrangements and admin
High	Emergency Plan	Amendments and circulation
High	Financial Assistance Scheme	Admin and finance
High	New legislative requirements	
High	Policy reviews	On-going
High	Responding to consultations	Variable
High	Contract reviews	On-going
High	Training Strategy	Annual review
High	Any other matters within the Committee's terms of reference	
Low	Community Forum	Arrangements and admin

## LOUGHTON TOWN COUNCIL BUDGET

2023.24

RESOURCES & GENERAL SERVICES COMMITTEE	2021/2022 BUDGET EXPENSE	2021/2022 ACTUAL EXPENSE	2021/2022 BUDGET INCOME	2021/2022 ACTUAL INCOME	2022/2023 BUDGET EXPENSE	2022/2023 YTD 31.10.22 EXPENSE	2022/2023 PROJECTED 31.3.23	2022/2023 BUDGET INCOME	2022/2023 YTD 31.10.22 INCOME	2022/2023 PROJECTED 31.3.23	2023.24 EXPENSE	2023.24 INCOME
<b>Communication</b>												
Postage	£1,700	£1,773			£1,750	£957	£1,750				£1,925	
Telephone (landline)	£1,850	£2,184			£1,900	£1,380	£2,000				£2,200	
Website (design and maintenance)	£1,300	£253			£1,000	£0	£500				£1,000	
Annual Report (printing)	£630	£592			£630	£728	£728				£800	
Annual Report (design)	£325	£315			£325	£315	£315				£335	
General expenses	£100	£0			£100	£0	£50				£100	
Newsletter (design)	£5,200	£5,040			£5,200	£3,843	£5,200				£5,400	
Newsletter (delivery)	£6,000	£5,520			£5,700	£1,677	£5,700				£6,270	
Newsletter (printing)	£1,490	£1,470			£1,550	£690	£1,500				£1,650	
Noticeboard	£1,000	£0			£1,000	£0	£1,000				£1,000	
<b>Sub Total</b>	<b>£19,595</b>	<b>£17,146</b>	<b>£0</b>	<b>£0</b>	<b>£19,155</b>	<b>£9,590</b>	<b>£18,743</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£20,680</b>	<b>£0</b>
<b>Office Expenses</b>												
Stationery	£1,600	£1,810			£1,600	£1,312	£1,600				£1,760	
Photocopying	£1,500	£1,772			£1,500	£1,150	£1,800				£2,400	
Binding minutes	£150	£0			£150	£0	£150				£150	
Books & publications	£100	£35			£100	£0	£50				£100	
Office equipment & maintenance	£3,000	£1,921			£3,000	£825	£3,000				£3,000	
Server and equipment maintenance	£3,000	£7,448			£3,000	£3,363	£4,000				£4,400	
RBS Omega		£0			£1,000	£0	£0				£1,000	
Sky Guard personal protection		£0			£850	£407	£850				£850	
Chip and pin	£2,000	£926			£1,800	£763	£1,500				£1,650	
General expenses	£200	£1,255			£700	£574	£1,000				£1,000	
<b>Sub Total</b>	<b>£11,550</b>	<b>£15,166</b>	<b>£0</b>	<b>£0</b>	<b>£13,700</b>	<b>£8,394</b>	<b>£13,950</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£16,310</b>	<b>£0</b>

RESOURCES & GENERAL SERVICES COMMITTEE	2021/2022 BUDGET EXPENSE	2021/2022 ACTUAL EXPENSE	2021/2022 BUDGET INCOME	2021/2022 ACTUAL INCOME	2022/2023 BUDGET EXPENSE	2022/2023 YTD 31.10.2 EXPENSE	2022/2023 PROJECTED 31.3.23	2022/2023 BUDGET INCOME	2022/2023 YTD 31.10. INCOME	2022/2023 PROJECTED 31.3.23	2023/24 EXPENSE	2023/24 INCOME
<b>Central Personnel</b>												
Salaries	£187,000	£176,293			£205,000	£116,182	£224,145				£228,000	
Tax & National Insurance	£72,000	£70,947			£80,500	£49,274	£90,335				£90,000	
Pensions	£76,000	£74,841			£82,500	£49,555	£92,194				£92,500	
Staff Travel	£2,000	£1,010			£1,800	£703	£1,200				£1,800	
Other staff costs	£5,000	£4,089			£5,000	£2,112	£5,000				£5,000	
<b>Sub Total</b>	<b>£342,000</b>	<b>£327,181</b>	<b>£0</b>	<b>£0</b>	<b>£374,800</b>	<b>£217,826</b>	<b>£412,874</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£417,300</b>	<b>£0</b>
<b>Council Expenses</b>												
General income				£150				£0				
Press and advertising	£100	£0			£100	£0	£100				£100	
Subscriptions	£3,500	£3,896			£4,000	£2,654	£4,000				£4,400	
Insurance -general	£5,700	£6,022			£6,500	£9,746	£9,746				£10,720	
Training / conferences -Councillors	£1,000	£762			£1,100	£270	£1,000				£1,100	
Training /conferences -Staff	£1,000	£1,185			£1,100	£185	£1,000				£1,100	
Legal	£4,000	£141			£3,000	£0	£2,000				£3,000	
Town Mayors expenses	£750	£458			£750	£72	£750				£750	
Christmas card competition	£100	£100			£100	£0	£100				£100	
Queens Platinum Jubilee Beacon		£0			£500	£756	£756					
<b>Sub Total</b>	<b>£16,150</b>	<b>£12,565</b>	<b>£0</b>	<b>£150</b>	<b>£17,150</b>	<b>£13,683</b>	<b>£19,452</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£21,270</b>	<b>£0</b>
<b>Other Services (RGS)</b>												
Election expenses	£2,000	£25,145										
Contingency	£1,000	£293			£1,000	£0	£1,000				£1,000	
Citizenship Awards	£1,000	£151			£1,000	£40	£500				£1,000	
<b>Sub Total</b>	<b>£4,000</b>	<b>£25,588</b>	<b>£0</b>	<b>£0</b>	<b>£2,000</b>	<b>£40</b>	<b>£1,500</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£2,000</b>	<b>£0</b>
<b>Members' Expenses</b>												
Members travel & subsistence	£500	£0			£400	£0	£200				£200	
Parish basic allowance	£2,160	£1,416			£2,160	£0	£2,160				£2,160	
Tax & National Insurance		£0			£200	0	0				£200	
<b>Sub Total</b>	<b>£2,660</b>	<b>£1,416</b>	<b>£0</b>	<b>£0</b>	<b>£2,760</b>	<b>£0</b>	<b>£2,360</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£2,560</b>	<b>£0</b>

RESOURCES & GENERAL SERVICES COMMITTEE	2021/2022 BUDGET EXPENSE	2021/2022 ACTUAL EXPENSE	2021/2022 BUDGET INCOME	2021/2022 ACTUAL INCOME	2022/2023 BUDGET EXPENSE	2022/2023 YTD 31.10.2 EXPENSE	2022/2023 PROJECTED 31.3.23	2022/2023 BUDGET INCOME	2022/2023 YTD 31.10. INCOME	2022/2023 PROJECTED 31.3.23	2023/24 EXPENSE	2023/24 INCOME
<b>Buckingham Court</b>												
Buckingham Court rental income			£20,000	£4,002				£10,000	£0	£0		£2,000
Agents fees	£875	£213			£875	£0	£0					
Service charge	£2,595	£2,595			£2,650	£1,297	£2,650				£2,900	
Rates	£300	£8,036			£9,250	£8,512	£14,592				£16,050	
Electricity	£300	£555			£300	£860	£1,665				£1,665	
Gas	£0	£1,749			£800	£1,370	£5,247				£5,247	
Insurance - specific allocation	£118	£368			£400	£0	£0					
Cleaning	£200	£75			£200	£25	£2,200				£4,800	
Building maintenance	£2,000	£2,495			£2,000	£13,201	£16,000				£3,000	
Lift inspection and service	£530	£0			£550	£132	£112				£550	
Loan repayments -capital	£19,762	£22,310			£28,206	£11,575	£28,206				£28,206	
Loan repayments - interest	£7,700	£5,896				£2,528						
<b>Sub Total</b>	<b>£34,380</b>	<b>£44,292</b>	<b>£20,000</b>	<b>£4,002</b>	<b>£45,231</b>	<b>£39,500</b>	<b>£70,672</b>	<b>£10,000</b>	<b>£0</b>	<b>£0</b>	<b>£62,418</b>	<b>£2,000</b>
<b>Library</b>												
General expenses	£2,000	£0			£1,000	£0	£200				£0	
Rent	£7,200	£7,200			£7,200	£5,400	£4,800				£0	
Service charge	£4,500	£4,500			£3,375	£3,375	£3,000				£0	
Insurance specific allocation	£300	£0			£300							
<b>Sub Total</b>	<b>£14,000</b>	<b>£11,700</b>	<b>£0</b>	<b>£0</b>	<b>£11,875</b>	<b>£8,775</b>	<b>£8,000</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Grants</b>												
Grants- general	£27,000	£23,900			£30,000	£7,191	£22,200				£27,000	
Grants -Citizens Advice (CA)	£8,500	£8,500			£8,500	£0	£8,500				£8,500	
<b>Sub Total</b>	<b>£35,500</b>	<b>£32,400</b>	<b>£0</b>	<b>£0</b>	<b>£38,500</b>	<b>£7,191</b>	<b>£30,700</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£35,500</b>	<b>£0</b>
<b>Service Recharge</b>	<b>-£283,000</b>	<b>-£283,000</b>			<b>-£285,000</b>	<b>£0</b>	<b>-£285,000</b>				<b>-£287,000</b>	
<b>Sub total</b>	<b>-£283,000</b>	<b>-£283,000</b>	<b>£0</b>	<b>£0</b>	<b>-£285,000</b>	<b>£0</b>	<b>-£285,000</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>-£287,000</b>	<b>£0</b>
<b>TOTALS</b>	<b>£199,235</b>	<b>£208,199</b>	<b>£20,000</b>	<b>£4,152</b>	<b>£243,181</b>	<b>£304,999</b>	<b>£296,261</b>	<b>£10,000</b>	<b>£0</b>	<b>£0</b>	<b>£294,343</b>	<b>£2,000</b>

## RESOURCES AND GENERAL SERVICES COMMITTEE - EARMARKED FUNDS

	1.4.22	Less	Additions	Additions 31.3.23	31.3.23
Election Costs	£14,855			£5,000	£19,855
Buckingham Court Maintenance Fund	£2,000	£2,000			£0
Buckingham Court Rent Deposit	£5,000	£5,000			£0
Grant Funding Held Over	£7,624		£3,346	£8,409	£19,379
<b>TOTAL</b>	<b>£29,479</b>	<b>£7,000</b>	<b>£3,346</b>	<b>£13,409</b>	<b>£39,234</b>

**Agenda item 24****Emerging Epping Forest District Local Plan – Further Main Modifications**Name: **Part B – Your representation on the further Main Modifications and/or supporting documents**

If you wish to make more than one representation, please complete a separate [Part B form](#) for each representation and clearly print your name at the top of this form.

4. Which further Main Modification and/or supporting document does your representation relate to? (Representations are only invited on further Main Modifications within the Schedule. These are denoted by red text. The reference number can be found in the first column in red i.e. **MM2**, **MM11** and each Supporting Document has a reference number beginning with ED).

Any representation on a supporting document should clearly state (in question 6) which paragraphs of the document it relates to and, as far as possible, your comments should be linked to specific further Main

MM no. 

Supporting document reference

5. Do you consider this further Main Modification and/or supporting document:  
(Please refer to the Guidance notes for an explanation of terms)

- a) Is Legally compliant      Yes       No ☒
- b) Sound      Yes       No ☒

If no, then which of the soundness test(s) does it fail

Positively prepared       Effective ☒

Justified       Consistent with national policy

6. Please give details of why you consider the further Main Modification and/or supporting document is not legally compliant or is unsound. Please be as precise and concise as possible. If your response exceeds 300 words please also provide an executive summary of no more than 300 words. If you wish to support the legal compliance, soundness of the Local Plan or compliance with the duty to co-operate, please also use this box to set out your comments.

**New Paragraphs following split Paragraph 4.20: (pages 73/74)**

The new section on Air Pollution makes reference to, and entirely relies upon, a non-existent document – “the Council’s adopted Air Pollution Mitigation Strategy for the Epping Forest”. Until such a document is produced and brought into effect, the new Part is ineffective and unlawful.

The Council has not yet produced an Air Pollution Mitigation Strategy for the Epping Forest SAC, only an “Interim Air Pollution Mitigation Strategy (IAPMS)”, which does not contain any measures currently capable of being applied, and gives absolutely no indication of when such measures might be effected. It has no suitable targets against which progress could be assessed, nor a “Monitoring Framework”.

This therefore is misleading. There is no published timetable for the development of an APMS. Some of the proposal in the LAPMS (such as a Clean Air Zone) cannot be introduced by the Council without the agreement of other bodies (which may not be forthcoming), and their introduction will involve public consultation which, unless it is a sham, also must allow for the possibility of particular measures being amended or not introduced.

In the period before an APMS is developed and becomes effective, the Council has a duty to avoid approving any development which will harm Epping Forest SAC. To be lawful, the new Local Plan needs to be specific on this matter. At present, when considering a new development, the Council cannot reasonably be satisfied that its mitigation measures will be brought into full force before damage to the Forest is caused by the commencement of work and subsequent occupation. Nor, in the absence of detailed, costed proposals, can it be satisfied that any sums paid by developers towards mitigation will be adequate for that purpose.

7. Please set out what change(s) you consider necessary to make the further Main Modification and/or supporting document legally compliant or sound, having regard to the test you have identified in the question above (Positively prepared/Justified/Effective/Consistent with national policy) where this relates to soundness. You will need to say why this change will make the Submission Version of the Local Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise and concise as possible. If your response exceeds 300 words please also provide an executive summary of no more than 300 words.

*(Continue on a separate sheet if necessary)*



**Amndments (in blue)**

"x.xx Air Pollution Mitigation Strategy (APMS) for the Epping Forest – The Council will develop an APMS which will include specific measures and how they would be delivered to ensure that there would be no adverse effect on the integrity of the Epping Forest SAC in relation to atmospheric pollution. This reflects the findings of the HRA 2022 that new development within the District has the potential to increase pollutants of concern within the Epping Forest SAC, primarily arising from emissions of nitrogen dioxide and ammonia from additional vehicles using roads in close proximity to it. The APMS will take ~~has taken~~ account of the need for development proposals to be assessed both alone and in combination with other plans and projects and therefore provides a strategic approach to the identification and delivery of mitigation and monitoring measures. These measures may range from those which will help to limit the increase in the level of traffic using roads through the Epping Forest SAC and significantly increase the uptake of electric vehicles, through to the implementation of a 'Clean Air Zone' should the future monitoring demonstrate that it is required [INSERT FOOTNOTE 1 AS BELOW]. The APMS will also include targets against which progress will be assessed together with a Monitoring Framework, which includes for future on-site monitoring. This Monitoring Framework is necessary to ensure that progress towards the achievement of these targets is assessed and informs any necessary changes that may need to be made to the targets and measures and identified in the APMS. Until the APMS is developed and brought into full effect, the Council will not permit any development within 1km of Epping Forest unless it can be demonstrated that the development will not of itself OR JOINTLY create any adverse effect to the integrity of the Forest"

**Justification**

At present the Council has not produced an APMS, only an LAPMS, which contains no provisions which have current effect, no targets and no Monitoring Framework. There is no published timetable for an APMS to be brought into effect (and indeed no external signs of any activity in this regard on the part of the Council). The Plan should therefore acknowledge that the APMS will *not* be in force when the Plan is approved, and make the necessary provision for the protection of Epping Forest in the meantime.

*Please note your representation should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change, as there will not normally be a subsequent opportunity to make further representations based on the original representation at publication stage.*

*After this stage, further submissions will be only at the request of the Inspector, based on the matters and issues he/she identifies for examination.*

8. Have you attached any documents with this representation which specifically relate to a further MM or supporting document?

☐

Yes

☐

No

Signature:

Date

October 2022

**Agenda item 24      Emerging Epping Forest District Local Plan - Further Main Modification**

Name:

Loughton Town Clouncil

**Part B – Your representation on the further Main Modifications and/or supporting documents**

If you wish to make more than one representation, please complete a separate [Part B form](#) for each representation and clearly print your name at the top of this form.

4. Which further Main Modification and/or supporting document does your representation relate to? (Representations are only invited on further Main Modifications within the Schedule. These are denoted by red text. The reference number can be found in the first column in red i.e. **MM2**, **MM11** and each Supporting Document has a reference number beginning with ED).

Any representation on a supporting document should clearly state (in question 6) which paragraphs of the document it relates to and, as far as possible, your comments should be linked to specific further Main

MM no.

MM79

Supporting document reference

5. Do you consider this further Main Modification and/or supporting document:  
(Please refer to the Guidance notes for an explanation of terms)

- a) Is Legally compliant      Yes ☐      No ☒
- b) Sound      Yes ☐      No ☒

If no, then which of the soundness test(s) does it fail

Positively prepared ☐      Effective ☐

Justified ☐      Consistent with national policy ☐

6. Please give details of why you consider the further Main Modification and/or supporting document is not legally compliant or is unsound. Please be as precise and concise as possible. If your response exceeds 300 words please also provide an executive summary of no more than 300 words. If you wish to support the legal compliance, soundness of the Local Plan or compliance with the duty to co-operate, please also use this box to set out your comments.

**Policy P2 (page 117) “Amend Part I as follows: “**

The new section on Air Pollution refers to, and relies upon, a document which does not exist – “the Council’s adopted Air Pollution Mitigation Strategy for the Epping Forest”. Until such a document is produced and brought into effect, the new Part is ineffective and unlawful.

The Council has not yet produced an Air Pollution Mitigation Strategy for the Epping Forest (APMS) for Epping Forest, only an “Interim IAPMS”, which does not contain any measures currently capable of being applied, and gives no indication of how and when such measures might be effected. Nor does it have suitable targets against which progress will be assessed, or a “Monitoring Framework”.

The new Part therefore highly misleading. There is no published timetable for the development of an APMS. Some of the proposal in the IAPMS (such as a Clean Air Zone) cannot be introduced by the Council without the agreement of other bodies (which may not be forthcoming), and their introduction will involve public consultation which, unless such consultation is predetermined also must allow for particular measures not being introduced or being drastically modified.

In the period before an APMS is developed and becomes effective, the Council has a duty to avoid approving any development which will harm Epping Forest SAC,. The Local Plan needs to be specific on this matter. At present, when considering a new development, the Council cannot reasonably be satisfied that its mitigation measures will be brought into full force before damage to the Forest SAC is caused by the commencement of work and subsequent occupation. Nor, in the absence of detailed, costed proposals, can it be satisfied that any sums paid by developers towards mitigation will be adequate for that purpose.

7. Please set out what change(s) you consider necessary to make the further Main Modification and/or supporting document legally compliant or sound, having regard to the test you have identified in the question above (Positively prepared/Justified/Effective/Consistent with national policy) where this relates to soundness. You will need to say why this change will make the Submission Version of the Local Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise and concise as possible. If your response exceeds 300 words please also provide an executive summary of no more than 300 words.

**Amendment  
Air Pollution**

“I. The development of the allocated sites within Loughton near the SAC may produce air pollution that could impact upon air quality in the District, including the Epping Forest SAC. All development proposals will need to demonstrate that they are in accordance with Policy DM2 and Policy DM22 and should have regard to the Council’s adopted Air Pollution Mitigation Strategy for the Epping Forest (APMS), **once such a strategy has been brought into full effect.** This includes, where necessary, the provision of financial contributions for the purposes of implementing air pollution mitigation initiatives and undertaking air quality monitoring and any necessary future air quality assessments., **Until the APMS has been brought into full effect, the Council will not permit any development within 1km of Epping Forest unless it can be firmly demonstrated that the development will not of itself create any adverse effect to the integrity of the Forest.**

**Justification**

At present the Council has not produced an APMS, only an Interim APMS, which contains no provisions which have current effect, no targets and no Monitoring Framework. There is no published timetable for an APMS to be brought into effect (and indeed no external signs of any activity in this regard on the part of the Council). The Plan should therefore acknowledge that the APMS will not be in force when the Plan is approved, and make the necessary provision for the protection of Epping Forest in the meantime. We have suggested one way in which suitable protection might be achieved, and would be happy to consider other suitable solutions.

*Please note your representation should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change, as there will not normally be a subsequent opportunity to make further representations based on the original representation at publication stage.*

*After this stage, further submissions will be only at the request of the Inspector, based on the matters and issues he/she identifies for examination.*

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8. Have you attached any documents with this representation which specifically relate to a further MM or supporting document?

☐

Yes

☐

No

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Signature:

Date